

Course Factsheet

(For International Students)

Preparatory Course for the Chartered Financial Analyst® (CFA®) Examination

Course Schedule

CFA August 2022	PremierPlus Package (after Early Bird Discount)		
Level	CFA Level I	CFA Level II	CFA Level III*
Fees	S\$4,680 (S\$5,200 before Early Bird Discount)	S\$4,410 (S\$4,900 before Early Bird Discount)	S\$4,140 (S\$4,600 before Early Bird Discount)
Lecturers	Richa Gupta	Elizabeth Ng	David Meow
Full-Time (Day Classes)	Weekday C1-PM Session	Weekday C1-AM/PM Session	To be advised
Prepare (Education)	Practice (Revision)	Perform (Mock Examination)	
<ul style="list-style-type: none"> Education Course Classroom Sessions <ul style="list-style-type: none"> Level I - 70 hours Level II - 66.5 hours Level III - 51 hours Schweser Essential Package OnDemand Lectures Instructor Link SchweserNotes™ 	<ul style="list-style-type: none"> Revision Course Classroom Sessions <ul style="list-style-type: none"> Level I - 24.5 hours Level II - 21 hours Level III - 18 hours Review Workshop Mind Maps Review Workshop Practice Questions OnDemand Review Workshop Secret Sauce 	<ul style="list-style-type: none"> Online Schweser Mock Examination 	

Note: The study materials mentioned in this factsheet are applicable for 2022 only.

* Level III courses are not available for the August 2022 intake.

Please refer to the Course Planner for more details. All prices are inclusive of 7% GST.

Kaplan Higher Education Academy reserves the right to adjust our fees based on the prevailing GST Act.

Discount Scheme (Not applicable to candidates resitting examinations)

Early Bird Discount

Early bird discounts are available to existing and new international students who enroll for a PremierPlus Package by **18 July 2022**. Terms and conditions apply. Only 1 discount scheme is allowed per student.

NON-TUITION FEES

New International Student Application Fee	S\$492.20
Fee Protection Scheme	Absorbed by Kaplan
Medical Insurance Fee (second year onward)	S\$44.95
New International Student Administration Fee	S\$400
Existing International Student Administration Fee	S\$100

APPROVED CFA CALCULATOR

Kaplan students who enroll for course packages can purchase the Texas Instruments BA II Plus Professional Financial Calculator at a discounted price of S\$97.91. Terms and conditions apply.

Additional Documents Required for Registration:

- If you have a CFA® Program candidate number, you are required to either show your CFA® Program registration confirmation email at the enrollment counter OR bring along a printout of your previous CFA semester examination result.
- If you do not have a CFA® Program candidate number, you are required to bring along your original highest educational qualification certificate and transcripts for verification during enrollment.

General:

- Procedures on course withdrawal, transfer and refund policy can be found in the Kaplan Higher Education Academy (KHEA) Pte Ltd student handbook and website.
- Registering with CFA Institute is the responsibility of the individual student.
- Enrollment and purchases will only be recognized upon receipt of payment.
- All course fees quoted are inclusive of GST unless otherwise stated and must be paid in full.
- All confirmed students will receive a Kaplan Student Access Card.
- KHEA reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
- KHEA reserves the right to vary or cancel any of the courses described or alter the composition of the relevant lecturing team, as well as the lecture venue, should the circumstances so require.

Transfer Policy:

- Transfer of Classes: After enrollment, any transfer of class will be subject to seat availability. Transfer to a class conducted by the same lecturer is subject to a S\$20 admin fee; and transfer to a class conducted by a different lecturer will be subject to a S\$100 admin fee.
- Transfer of Courses and Intakes: Students who wish to transfer the course of study to a new intake must withdraw from the current course and the refund policy applies.

Refund Policy:

- There is strictly no refund allowed after course commencement date.
- There is no exchange of materials purchased with courses after course commencement date.

Refunds for Withdrawal Without Cause:

Where students withdraw from the course, KHEA shall review after receiving the student's written notice of withdrawal and refund to them, within 7 working days, the following sums:

% of the amount of fees paid under Schedules B and C (please refer to Student Contract)	If student's written notice of withdrawal is received
80%	More than 60 days before the course commencement date
60%	Before, but not more than 60 days before the course commencement date
50%	Before, but not more than 29 days before the course commencement date
0%	On or after the course commencement date

Refund During Cooling-Off Period:

KHEA will provide the student with a cooling-off period of 7 working days after the date that the contract has been signed by both parties. The student will be refunded the highest percentage of the fees already paid if they submit a written notice of withdrawal to KHEA within the cooling-off period, regardless of whether they have started the course or not. In the event that a student wishes to withdraw from the course, the application fee and administrative fee are not refundable. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on the Fee Protection Scheme and refund policy, please refer to www.ssg-wsg.gov.sg

Non-Refundable Fees:

The following fees are non-refundable under any circumstances:

- New International Student Application Fee
- Student Membership Fees payable to CFA Institute

The following fees are non-refundable after commencement of classes:

- Medical Insurance Premium (if Student's Pass Application is rejected by Immigration and Checkpoints Authority (ICA), Medical Insurance Premium will be refunded)
- New International Student Administration Fee
- Existing International Student Administration Fee

Late Enrollment Policy:

- We accept late enrollment up to 14 calendar days from the intake commencement date.
- All applications submitted after the intake commencement date must be accompanied by a Letter of Understanding (LOU).

Withdrawal Without Cause:

KHEA will review all written notice of withdrawal supported by relevant documents on a case-by-case basis within 4 weeks. KHEA will consider the following as grounds for request to withdraw:

- Overseas assignments of more than 1 month with official letter from company
- Medical reasons certified by a Singapore-registered doctor eg. hospitalization
- Pregnancy certified by a Singapore-registered doctor
- Reservist service of more than 1 month with official documentation
- Exemption granted by relevant institution

Withdrawal/Refund Procedure:

- Student must inform Program Management in writing and complete a Course Withdrawal Form with reasons for withdrawal/refund, accompanied by relevant supporting documents.
- All requests for withdrawal/refund are subject to KHEA's approval.
- Student concerned will be informed of the final decision of the withdrawal application in writing within 4 weeks.
- Upon approval, student will be withdrawn from their course.
- Refund (where applicable) will be available within 7 working days from date of approval.
- Student will be required to collect the cheque personally from our Reception Counter. They will need to provide a letter of authorization if they wish to authorize a third party to collect on their behalf.
- Student will need to sign on the Student Acknowledgement Checklist upon collection of the cheque/credit note.

Confidentiality Clause:

This information you have provided will be treated with the strictest confidentiality and in accordance with the Kaplan Privacy Policy (<http://www.kaplan.com/about/privacy-policy/>). By signing this form, you give consent to our use of your information.

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